



**BUILDING SAFETY DEPARTMENT**  
**2122 Campus Drive S.E., Suite 300**  
**Rochester, MN 55904-4744**  
**OFFICE (507) 328-2600**  
**FAX (507) 328-2601**  
**[www.rochestermn.gov](http://www.rochestermn.gov)**

## **BUILDING PERMIT APPLICATION PROCEDURE** **RESIDENTIAL CONSTRUCTION**

The building permit application process begins with submittal of an application and required documents to the Building Safety Department. The process also includes review and approval of a Zoning Certificate by the Rochester-Olmsted Planning Department. Most projects requiring a building permit must be accompanied with building plans and specifications regardless of the size and scope of the project. Construction documents shall be dimensioned and drawn upon suitable material. Construction documents shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the code and relevant laws, ordinances, rules and regulations as determined by the Building Official. A thorough plan review can head off problems that may arise in the field later. (MN Rules 1300.0130)

### **BUILDING PERMIT DOCUMENTS REQUIRED**

- A completed building permit application form (available on our web site)
- Two sets of complete plans and site specific plans and specifications to be reviewed and approved. One set will be for the building department and one set to be on site. One additional set of plans is required if a footing/foundation permit is applied for.

A complete set of plans to submit would include the following:

- A certificate of survey
- A site plan that shows:
  - lot size
  - building size
  - setbacks from property lines
  - other buildings
  - retaining walls
  - septic systems
  - wells
  - any other items required by code or ordinance. (See zoning certificate checklist)

- **BUILDING SECTIONS**

- Foundation dampproofing (parging and dampproofed) or waterproofing
- Foundation insulation type, location, R values, and vapor retarder
- Base course and pipe/vent system for radon
- Rim joist insulation type, location and sealing
- Floor framing type, size, spacing and direction
- Subfloor type, size, and thickness
- Stud size and spacing
- Wall plates (top and bottom)
- Wall sheathing type and thickness
- Water-resistive barrier over exterior wall sheathing
- Exterior wall finish, type and application (installation requirements)
- Wall insulation type and R value
- 6 mil vapor retarder type at floor slabs
- Vapor and air barriers types at walls and ceilings
- Interior wall finish
- Roof rafter or trusses, size, spacing and direction
- Subfascia/fascia type
- Soffit type
- Wind wash barrier at floors over unconditioned space and between trusses
- Roof/attic ventilation type, location and ceiling area/sq ft. vent ratio
- Roof pitch indicator
- Roof underlayment type and ice barrier location for eave protection
- Roof covering

**COORDINATION AND SUBMITTAL OF COMPLETE PERMIT AND PLAN DOCUMENTS IS THE RESPONSIBILITY OF THE APPLICANT AND/OR AGENT.**

If you have any questions, please contact:

Mike Thedens	Plans Examiner	(507) 328-2626	mthedens@rochestermn.gov
Jayne Frahm	Plans Examiner	(507) 328-2625	jfracm@rochestermn.gov